

OIX GATEWAY HONOLULU HI SUCCESSFUL PROCESSING REPORT: FY18 DEPARTMENT OF NAVY
(DON) CANCELLATION CHARGE POLICY

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FM NAVY IPO WASHINGTON DC

TO MCSCG

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SUBJ/FY18 DEPARTMENT OF NAVY (DON) CANCELLATION CHARGE POLICY REF/A/MSG/NAVY
IPO/201322Z OCT 16// REF/B/DSCA 5105.38-M SECURITY ASSISTANCE MANAGEMENT
MANUAL 30 APR 12, CHAPTER C10.15.1, CHARGES FOR COURSE CANCELLATIONS OR
WITHDRAWALS// REF/C/AR 12-15, 03 JAN 2011, JOINT SECURITY COOPERATION
EDUCATION AND TRAINING C6-3, FORFEITURE CHARGE// POC/LINDSEY JAMES/230/NAVY
IPO/LOC: WASHINGTON DC/TEL : (202) 433-5567
/TEL: DSN: 288-5567/EMAIL: LINDSEY.JAMES@NAVY.MIL// RMKS/1. THIS MESSAGE
SUPERCEDES REF A AND PROVIDES THE FY18 DON AND USCG SECURITY COOPERATION
TRAINING CANCELLATION CHARGE POLICY INFORMATION IN ACCORDANCE WITH REFS B AND
C.

2. ACCEPTANCE OF A CONFIRMED QUOTA IS ASSUMED ONCE IT RESIDES IN THE COUNTRY
STANDARDIZED TRAINING LIST FOR AT LEAST 30 DAYS, OR SOONER, IF ACCEPTED IN
WRITING.

3. COURSES NOT IDENTIFIED ELSEWHERE IN THIS MESSAGE ARE SUBJECT TO THE
STANDARD 50 PERCENT CANCELLATION CHARGE IF CANCELLED WITHIN 60 DAYS PRIOR TO
COURSE COMMENCEMENT AND CANNOT BE FILLED BY ANOTHER STUDENT.

4. FOLLOWING IS THE FY-18 LIST OF COURSES THAT WILL ALWAYS INCUR A
100 PERCENT CANCELLATION CHARGE ONCE A CONTRACT IS LET OR A QUOTA IS
CONFIRMED, UNLESS QUOTA IS FILLED BY ANOTHER STUDENT OR WAIVED BY THE MILDEP.
UNLESS OTHERWISE STATED, CONTRACT SUPPORTED COURSES ESTABLISH CONTRACTS AT
LEAST 90 DAYS PRIOR TO THE COURSE CONVENING DATE.

MASL COURSE TITLE

P119311 INTL BASIC AVIATION PREP
P122060 INTL EOD PHASE I
P122079 NITC EOD PREP
P123300 INTL EOD PHASE II SURFACE
P123301 INTL EOD PHASE II NAVY
P123302 INTL EOD FAMILIARIZATION
P124084 NITC BUD/S PREP AND SCREENING
P124401 BOARDING TEAM MEMBER EIMET
P129008 OPERATIONAL TEST AND EVALUATION COURSE
P129600 NAVAL GROUND FORCES COMBAT LEADERSHIP
P145054 STRATEGIC LEADERS INTERNATIONAL COURSE
P145JT0 OJT NAVSEA INTL SHIPYARD MGMT
P156600 BUDGET PREPARATION EXECUTION & ACCOUNTING
P159200 PRINCIPLES OF DEFENSE ACQUISITION MANAGEMENT
P159202 PRINCIPLES OF DEFENSE PROCUREMENT & CONTRACTING
P162000 RISK MANAGEMENT
P162003 INTERNATIONAL DEFENSE MANAGEMENT COURSE
P162004 SENIOR INTERNATIONAL DEFENSE MANAGEMENT
P162012 MULTIPLE CRITERIA DECISION MAKING COURSE
P162014 PERFORMANCE MANAGEMENT AND BUDGETING
P162018 HUMAN CAPTIAL RESOURCES MANAGEMENT
P162368 INTL SHIPYARD MGMT
P170001 CCMR EXEC PRGM IN DEC MK
P170005 CCMR EXEC PRGM IN DEC MAKING
P170006 DEF PLAN CERT

P170009 CCMR INTEL AND POLICY IN RESIDENCE
P170016 MANAGING CHALLENGES OF MODERN INTEGRATED MISSION
P170024 DEFENSE GOVERNANCE
P170026 CYBER SECURITY FUNDAMENTALS CERTIFICATE
P170030 MANAGING ETHNIC CONFLICT AND RELIGIOUS VIOLENCE
P170472 DISASTER MANAGEMENT
P170475 CIVIL-MILITARY COORDINATION IN DISASTER RELIEF
P171039 INTERNATIONAL PROFESSIONAL ADV LEADERSHIP
P171063 REINTEGRATION EX-COMBATANTS & VIOLENT EXTREMISTS
P171064 INTERNATIONAL MARITIME DOMAIN AWARENESS
P171575 INTL MARITIME OFF (IMOC)
P173002 INTERNATIONAL ANTI-TERRORISM/ANTI-PIRACY COURSE
P173016 INTERNATIONAL BOARDING OFFICER COURSE
P173018 INTERNATIONAL MARITIME SEARCH AND RESCUE
P173019 SECURITY RISKS OF REFUGEES & DISPLACED PERSONS
P173101 BOARDING OFF BASIC EIMET
P176003 MILITARY JUSTICE
P176009 LEGAL ASPECTS OF MARITIME SECURITY OPERATIONS (LAMSO)
P176019 LAW OF ARMED CONFLICT AND HUMAN RIGHTS
P176026 MILITARY LAW DEV PROGRAM
P176027 INTL LAW OF MIL OPS I-LOMO
P176028 LEGAL ASPECTS CMBTERRORISM
P176029 INTL MIL LAW DEV PROG I-LOMO
P176040 LEGAL ASPECTS OF COMBATING CORRUPTION
P176042 LEGAL ASPECTS OF DEF SUP OF CIVIL AUTHORITIES
P179018 CIV-MIL RESP TO TERRORISM
P179023 UN CIV-MIL COORD OFFICERS RESIDENT COURSE
P179045 GPOI UNITED NATIONS STAFF OFFICERS COURSE (UNSOC)
P179047 GPOI UNITED NATIONS LOGISTICS OFFICERS COURSE
P179048 UN PKO OPS INSTRUCTORS RESIDENT COURSE
P179069 INTERNATIONAL DEFENSE ACQUISITION NEGOTIATIONS
P179085 UN PKO CONTINGENT COMMANDERS RESIDENT COURSE
P179198 INITIAL PREPARATORY SCREENING PROGRAM
P179204 MANP PERS TRNG ED (MPT&E)
P179220 TECHNOLOGIES FOR INFORMATION OPERATIONS
P179548 CIVIL-MILITARY APPROACHES TO MARITIME SECURITY
P179605 JOINT DIVING OFFICER (JDO)
P179606 SECOND CLASS DIVER
P179607 FIRST CLASS DIVER
P179610 FUNDAMENTAL SKILLS TRAINING
P179612 TECHNICAL TRAINING IN ELECTRICITY AND ELECTRONICS
P179613 TECHNICAL TRAINING IN MECHANICS
P179614 TECHNICAL TRAINING IN LOGISTICS/SUPPLY
P179619 LEGAL ASPECT OF PEACEKEEPING OPERATIONS (LAPKO)
P179623 PRINCIPLES OF DEFENSE ACQ AND CONTRACT MGT
P273011 MET CT-REGIONAL CIV-MIL
P279177 MTT REG CIV-MIL APP BLDG MAR DOMAIN AWARENESS CAP
P279178 MTT REG CIV-MIL APPROACHES TO MARITIME SECURITY
P309061 MET DIILS SEMINARS
P309069 MET CT-RESP TO TERRORISM
P309144 MET DEV NATL TASKS LISTS
P319177 MTT BUILDING MARITIME DOMAIN AWARENESS CAP
P319178 MTT CIV-MIL APPROACHES TO MARITIME SECURITY
P366CS8 CONTRACTOR SUPPORT-NITC
PCMRCs1 CONTRACTOR SUPPORT-CCMR-MET/MMT
PDET002 COMPUTER TECH AND MGMT INFO SYSTEMS
PDET016 NITC SWIM PREP

PREPDIV NITC DIVE PREP AND SCREENING

5. THERE ARE OTHER COURSES WHERE A CANCELLATION CHARGE WILL APPLY. IN THOSE CASES, THE CUSTOMER WILL BE INFORMED IN ADVANCE, EITHER WHEN P&A DATA IS PROVIDED; WITH A NOTE IN THE LOA; OR IN CORRESPONDENCE DEALING WITH SCHEDULING. THESE COURSES GENERALLY FALL INTO THREE CATEGORIES:

- A. TRAINING WHERE A CONTRACT MUST BE IN PLACE PRIOR TO STUDENT ARRIVAL. THIS IS MOST LIKELY TO HAPPEN DURING SHIP TRANSFERS UNCLAS AIRCRAFT SALES WHERE REGULAR U.S. TRAINING IS NOT AVAILABLE OR WHEN U.S. MILITARY INSTRUCTORS ARE NOT AVAILABLE. THIS ALSO OCCURS WHEN COURSES USE CONTRACT INSTRUCTORS AND ADMINISTRATIVE SUPPORT.
- B. TRAINING THAT INCURS UP FRONT COSTS PRIOR TO ACTUAL COMMENCEMENT OF TRAINING. EXAMPLES WOULD BE: CHANGES TO COMPUTER PROGRAMS (SUCH AS, AVIATION TRAINING WHERE COMPUTER SOFTWARE MUST BE CHANGED OR MODIFIED IN EITHER THE AIRCRAFT OR THE SIMULATOR OR BOTH) AND UP FRONT TRANSLATION COST OR TAILORING OF COURSE MATERIAL TO MEET A SPECIFIC COUNTRY REQUIREMENT.
- C. HIGH COST/HIGH DEMAND COURSES. WHEN A COUNTRY CANCELS A QUOTA THAT REQUIRES EXCESSIVE LEAD TIME THEREFORE PREVENTING ANY OTHER STUDENT TO FILL THE QUOTA; TOTAL OR PARTIAL COURSE COSTS MAY BE ASSESSED REGARDLESS OF THE NUMBER OF DAYS NOTICE PRIOR TO COURSE CONVENING. CANCELLATION FEE ASSESSMENT WILL BE AT THE DISCRETION OF THE MILDEP.

6. MANY OF THE EXPANDED IMET MOBILE EDUCATION TEAMS (MET) AND ALL MOBILE TRAINING TEAMS (MTTS) PROGRAMMED THROUGH DON FALL INTO CATEGORY 4B ABOVE. A CANCELLED MET OR MTT WILL BE CHARGED 100 PERCENT OF THE VARIABLE PREPARATION COSTS THAT MAY HAVE BEEN INCURRED PRIOR TO THE TIME OF CANCELLATION (I.E. TRAVEL, PER DIEM, HONORARIUMS, COURSE PREPARATION, TRANSLATION AND PRINT COSTS, MISCELLANEOUS TRIP PREPARATION COSTS, IN-COUNTRY SITE COSTS, AND SALARY COSTS FOR PREPARATION AND CONDUCT OF THE MET, INCLUDING USCG PROGRAM SUPPORT FEE (PSF)). MET /MTT PROVIDERS WILL DETAIL SUCH EXPENDITURES AND NOTIFY THE COGNIZANT SERVICE FOR REVIEW. MET PROVIDERS WILL DETAIL SUCH EXPENDITURES AND NOTIFY NETSAFA WHICH WILL REVIEW AND CHARGE TO APPROPRIATE COUNTRY'S IMET ACCOUNT. QUESTIONS CONCERNING APPROPRIATENESS OF CHARGES SHOULD BE FORWARDED VIA THE COGNIZANT SERVICE POC, (I.E., NETSAFA/COGARD /MCSCG) TO NAVY IPO/DASN (IP) (230T).

7. CANCELLATION CHARGES WILL NOT BE APPLIED WHEN CANCELLATION IS DUE TO (1) DECISIONS BY THE U.S. SUCH AS DELETION OR RESCHEDULING OF CLASSES, (2) UNAVOIDABLE CIRCUMSTANCES WITHIN A COUNTRY, SUCH AS A NATIONAL DISASTER, OR (3) PERSONNEL REQUIRED TO SUPPORT THE GLOBAL WAR ON TERRORISM.

8. DON SERVICE POCS ARE NETSAFA (N-3), MR. DAVE BABCOCK, DAVID.BABCOCK1@NAVY.MIL, COMM 850-452-8889; (DSN 459), USMC, MARINE CORPS SECURITY COOPERATION GROUP (MCSCG), MR. DOUGLAS M. HOWARD, DOUGLAS.M.HOWARD@USMC.MIL, COMM 757-962-4430, EXT. 2261; (DSN 438), USCG, MS. STEPHANIE ATAMAN, STEPHANIE.L.ATAMAN@USCG.MIL, 202-372 -4490. QUESTIONS ON A SPECIFIC CANCELLATION CHARGE SHOULD BE ADDRESSED TO THE APPROPRIATE COUNTRY PROGRAM MANAGER AT EACH SERVICE.// BT

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